



Human Resources
Bldg., 4, Room 1460
(909) 274-4225

DRAFT 3/19/19

All Faculty + All FT Employees

Background Check and Live Scan Frequently Asked Questions

1. **Q:** Am I completing a background check or live scan?
A: Student Assistants will complete a background check. All other employees will complete live scan.
2. **Q:** Why do I need a background check or live scan?
A: The California Education Code mandates all school employees to complete a criminal background check or live scan. *REVISE*
3. **Q:** I am a current employee, do I need a background check or live scan?
A: Yes, all current and new employees are required to do a background check or live scan.
4. **Q:** Is there a fee?
A: Yes, there is a fee for live scan services (may vary by location). There is no fee for background checks for student assistant employees.
5. **Q:** What if I refuse to do a background check or live scan?
A: You will not be eligible to continue working at Mt. San Antonio College.
6. **Q:** Who receives the background check and live scan results?
A: Human Resources receives the results and is kept confidential. *if*
7. **Q:** Are the results available to the department or the employee?
A: Results may be available to the employee by requesting directly from the third party.
8. **Q:** Do I have to do a background check or live scan every year?
A: Student Assistant employees will have to complete background checks every fiscal year. All other employees will only have to be live scanned once.
9. **Q:** Where can I pick up the form?
A: Student Assistant employees will receive an email from a third party vendor, Pre Employ, to their Mt. SAC email in order to complete their background check. Other temporary employees will receive an email from Mt. SAC Human Resources with instructions to complete their live scan.
10. **Q:** How long do I have to complete the background check or live scan?
A: Background check and live scan should be completed immediately.
11. **Q:** Can I start working before the background check or live scan clears?
A: Yes, however, employment is contingent upon cleared results of your background check or live scan.
12. **Q:** Will I still be hired if I have a criminal history?
A: You will be asked to complete a background check or live scan after a conditional offer of employment has been made. Should Mt. San Antonio College decide to rescind an offer of employment based on background check or live scan findings, you will be notified in writing.
13. **Q:** I've completed a background check and/or live scan with my previous employer, does that transfer over?
A: No, results are not shared with other organizations.
14. **Q:** Do I have to complete a background check and/or live scan again if I accept a different position on campus?
A: Yes, only if you are changing employee classification. For example, Student Assistant employee to Professional Expert.

If you have any further questions, contact Human Resources x4240.